

West Bountiful Youth City Council Bylaws

Mission Statement

The mission of the West Bountiful Youth City Council is to make a difference in our community by giving youth the opportunity to serve, develop leadership abilities and skills, and grow to become educated and responsible citizens. As we serve we will strengthen our community and promote a spirit of pride in our city. In the future we will responsibly perform our duty as citizens of the United States.

Article 1 – City Council and Youth City Council Relationship

I. Role of the City Council

The West Bountiful City Council ("**city council**") shall receive recommendations from the West Bountiful Youth City Council ("**youth council**"). The city council shall provide support staff to the youth council to assist them in carrying out their duties. The city council shall communicate upcoming issues to the youth council so they may respond accordingly.

II. Role of the Youth Council

The city council shall provide such services to the community that would draw the community together serving the youth, young adult, and senior community with wholesome activities. The youth council shall provide opportunities to explore the duties and responsibilities of the city council in order to be prepared to serve in the community in the future.

Article 2 – Membership

I. Representation

A total of no more than twenty (20) youth will serve on the youth council. This number excludes any adult advisors whether they be city council members or a city citizen.

II. Membership Qualifications

All members must live within the city limits and must be between the ages of 13 and 18. Members must have a GPA of 3.0 and must have lived in West Bountiful for at least one year.

III. Term Limits

Service terms will be ongoing as long as the individual upholds the requirements as stated in the entirety of these bylaws, ending the term following their eighteenth birthday. Membership will be dissolved if the member moves or submits a letter of resignation.

IV. Application Process

Members of the youth council shall be chosen through an application process. Interested parties shall complete a simple application found on the city website or by asking a youth council member or youth advisor(s). Applications shall be submitted for review to youth mayor or youth advisor(s). Applications will be accepted at any point throughout the year. The interview process will take place either before the new term begins, or as any positions become available throughout the year. Applicants shall be interviewed by the youth mayor, youth mayor pro tem, and youth advisor(s).

V. Conduct

Members of the youth council must conduct themselves in a positive, respectable, friendly, and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member of the youth council. Such behavior will not be tolerated and is ground for dismissal from the youth council.

Article 3 – Offices

I. Offices

The youth council has the following officers: mayor, mayor pro tem, secretary, recorder, treasurer, historian, publicity head, and web administrator.

II. Officer Duties

The duties of the officers shall include but are not limited to the following:

Mayor: preside and conduct at all youth council meetings and activities, communicate with and report to the city council, and perform other such necessary duties as they arise.

Mayor Pro Tem: assist the mayor in all duties, perform the duties and exercise the power of the youth mayor in the absence of the youth mayor, assume all duties as mayor in the following term, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Secretary: create agendas, contact and inform all members prior to all meetings and activities, organize and keep all necessary items, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Recorder: take minutes at each meeting, report the minutes of the prior meeting at each meeting, keep all minutes and turn them into the city clerk at the end of each term, make minutes available to all city officials, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Treasurer: keep a record of all expenses, manage and direct all financial affairs, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Historian: document all activities through photographs and the written word, create a scrapbook for each term, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Publicity Head: design all advertisements and flyers, write the article for the city newsletter, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Web Administrator: design and update the website update and maintain the Facebook page, fulfill any other such assignments as given by the youth mayor or the youth advisor(s), and perform other such necessary duties as they arise.

III. Election and Appointment of Officers

The following officers shall be appointed by the youth mayor, youth mayor pro tem, and youth advisor(s): secretary, recorder, treasurer, historian, publicity head, and web administrator. The office of mayor shall be assumed by the mayor pro tem of the prior term. In the event the youth mayor pro tem of the prior term is unable to assume the office of youth mayor, the position will be filled by the same application and interview process as defined herein. The office of mayor pro tem shall be filled by application and interview process. Any member interested in this office shall fill out an application which shall be turned in to the youth advisor(s). The applicant will then be interviewed by the youth mayor, youth mayor pro tem, youth advisor(s), and city mayor. Mayor pro tem shall be chosen by majority vote of the interview panel.

IV. Term of Offices

Term length will follow the academic year beginning on the first day of school each year. However, positions shall be filled and assumed by July of each year for training purposes.

V. Vacancies of Offices

Should a vacancy occur in an office of the youth council by resignation, removal, or any other reason, the office shall be filled by appointment at the next regular meeting.

Article 4 – Meetings

I. Regular Meetings

Regular meetings of the youth council shall be held on the second and fourth Thursday of each month from 5:00 p.m. until the completion of the agenda. The principal meeting place of the youth council shall be at West Bountiful City Hall Council Chambers. Robert's Rules of Order shall govern all the meetings and proceedings of the youth council. The agenda shall be approved by the youth mayor, youth mayor pro tem, and the youth advisor(s) prior to the meeting, but can be altered by majority vote at any time during the meeting. All meeting dates and times shall be posted on the city's website, the city's newsletter, and the city's marquee. All meetings of the youth council shall be open to the public and be subject to all requirements of Utah open meetings laws.

II. Special Meetings

Special meetings may be called by the youth mayor or youth advisors. Prior notification of twenty-four hours shall be given by the secretary.

III. Quorum and Voting

A majority of the council must be present for a meeting to be held. A majority of those present must vote in the affirmative for a motion to pass.

IV. Order of Business

The youth mayor shall preside and conduct at all meetings when present; when not present the youth mayor pro tem will assume these duties. Meetings will follow the approved agenda; each meeting will include the Pledge of Allegiance and a prayer or thought. Roll shall be taken at each meeting.

V. Recordings of Meetings

The proceedings of council meetings shall be recorded by the youth recorder; if not present the secretary shall assume these duties. Minutes shall be kept by the recorder and turned in at the end of each term to the city clerk. Minutes will be made available to the public upon request.

VI. Attendance

If a member of the youth council misses seven meetings or four activities, they will be dismissed from their position on the youth council. After missing five meetings or two activities the council member will receive a probationary letter from the youth mayor and youth mayor pro tem. One meeting can be made up by five hours of community service; one activity can be made up by ten hours of community service. All probationary service projects must be approved by the city council. Three meetings and one activity can be made up each term. Members cannot make up missed meetings or activities until after they have received a probationary letter.

Article 5 – Reports

I. Report to the City Council

The youth mayor, or the appointed youth council member, will make a report to the city council once a month, or as designated by the city council.

Article 6 – Bylaws and Amendments

- I. The bylaws of the youth council shall be reviewed once each term. The bylaws may be amended at any time throughout a term, if a proper need is found. Amendments must be approved by a majority vote through a roll call vote. Any changes or amendments must be approved by the city council in order to take effect.